

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO:	CFSA-05-D114	POSITION:	Facilities Management Administrator, MS-301-15
OPENING DATE:	09-08-05	CLOSING DATE:	09-18-05
IF "OPEN UNTIL FILLED"		SALARY RANGE:	\$86,906 -\$112,690 Per Annum
FIRST SCREENING DATE:	_____	TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M. Monday – Friday
WORK SITE:	WASHINGTON, D.C.		
PROMOTION POTENTIAL:	NONE	AREA OF CONSIDERATION:	UNLIMITED
		NO. OF VACANCIES:	ONE
AGENCY:	CFSA-ODDA-FMA		
DURATION OF APPOINTMENT:	MANAGEMENT SUPERVISORY SERVICE (AT WILL)		

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent Serves as the Facilities Management Administrator, with unlimited signatory authority, responsible for overseeing, managing, administering and directing the design, establishment and maintenance of an integrated contracts and procurement system, to include policy development and implementation and statistical reporting to furnish timely data in the direction, evaluation and control of contracts and procurement operations at the various levels of CFSA management. Develops, executes and oversees and coordinates CFSA's facilities management program. Oversees and administers the annual acquisition of materials and services consistent with the overall agency mission. Directs the operation of the FMA and coordinates all subordinate FMA functions. Serves as a technical expert, providing technical expertise and advice on complex and unusual systems, materials and services questions and issues. Develops agency plans and coordinates functions to acquire, through lease, adequate facilities which accommodate the agency's overall staff. Maintains activities, either through the use of agency workers or by contracting with private entities, to ensure that all buildings, contents within those buildings, and grounds are maintained in proper condition and refurbished as needed, including the provision of janitorial services and the collection and disposal of refuse and pest control programs. Ensures that customer service principles are utilized through out the management of the Facilities Management Administration. Develops and implements the agency's Capital Improvement Program and Annual Capital Budget. Responsible for developing plans and procedures to streamline the Agency's overall facilities and fleet services operations. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Advanced knowledge of Federal and District facilities management laws, legislation and regulations, policies and procedures;
2. Advanced knowledge of facilities management techniques and demonstrated leadership and problem-solving abilities;
3. Comprehensive management skill and experience in development, interpretation, correlation, coordination and execution of facilities management;
4. Comprehensive knowledge of budget development, preparation and administration;
5. Expert knowledge of facilities management administration;
6. Demonstrated ability to manage the day-to-day activities of professional and support staff; and
7. Direct experience with child welfare or human facilities management systems.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUGS STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO: Child and Family Services Agency
Human Resources
400 6th Street, SW
Washington, DC 20024

WALK-INS: 955 L'Enfant Plaza, 5th Floor
Washington, D.C. 20024

TO APPLY:

FAX TO: (202) 727-5750

WEB SITE: www.cfsa.dc.gov

EMAIL TO: cfさいobs@dc.gov

TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
